

CINCINNATI POLICE DEPARTMENT



STAFF NOTES

Colonel Thomas H. Streicher, Jr., Police Chief
March 4, 2003

<u>ITEM</u>	<u>SUBMITTED BY</u>
1. <u>REQUESTS FOR INFORMATION FROM POLICE COMMUNICATIONS SECTION</u>	POLICE COMMUNICATIONS SECTION
2. <u>PRIVATE COMPLAINT MEDIATION SERVICE GUIDELINES</u>	PLANNING SECTION
3. <u>CITY OF CINCINNATI EMAIL ADDRESSES</u>	PLANNING SECTION
4. <u>COMPUTER TRAINING REQUESTS</u>	TRAINING SECTION
5. <u>LAW DEPARTMENT LEGAL OPINIONS AND ASSIGNMENTS</u>	LAW DEPARTMENT
6. <u>THANK YOU LETTERS</u>	CHIEF'S OFFICE

1. REQUESTS FOR INFORMATION FROM POLICE COMMUNICATIONS SECTION

There are two forms available for personnel to request information needed for investigations or court. Form 606, Cincinnati Police Department Mobile Video/Audio Recording Record Request, is to be used only when requesting MVR tapes from the districts. Form 609P, Police Communications Section Records Request, is to be used for 911 or other phone calls, radio transmissions, CAD or MDT printouts, or other records only available at Police Communications Section. Using the appropriate form provides accurate information so the requests may be completed in a timely manner.

2. PRIVATE COMPLAINT MEDIATION SERVICE GUIDELINES

[Attached](#) to these Staff Notes are the guidelines for misdemeanor complaints handled by the Private Complaint Mediation Service (PCMS). Officers must review these guidelines in order to avoid sending unqualified complaints to PCMS.

PCMS also provides services for Small Claims disputes, Check Resolution and Passing Bad Check complaints for businesses, and Accounts Receivable Mediation for businesses. District Administrative Sergeants may request brochures on these topics by calling Cathy Kuhl in the PCMS office at line 946-3400. Any additional questions about the services may also be directed to Ms. Kuhl.

3. CITY OF CINCINNATI EMAIL ADDRESSES

In conjunction with pending enhancements to the City's web site, the RCC Enterprise Email Support Team is implementing a change that will affect all City of Cincinnati email accounts. The domain name for City of Cincinnati email addresses will change from **rcc.org** to **cincinnati-oh.gov**. The default email address for users on City of Cincinnati Microsoft Exchange email servers will be Firstname.Lastname@cincinnati-oh.gov. The character between **cincinnati** and **oh** is a dash (-), not an underscore (_).

This change will be effective at 5:00 p.m. on Thursday, March 6, 2003. Users will continue to receive Internet messages sent to the old **rcc.org** address for a limited period of time. Questions may be directed to the RCC Help Desk at 352-4745.

4 COMPUTER TRAINING REQUESTS

The Police Academy will be conducting computer training at the Spinney Field Complex in April. Classes will be held from 0800-1600 each day in the Academy's computer lab. The course schedule for April is listed below.

<u>Date</u>	<u>Class</u>
04/08/03	PowerPoint 97 Introduction
04/10/03	PowerPoint 97 Introduction
04/22/03	PowerPoint 97 Intermediate
04/24/03	PowerPoint 97 Intermediate

Interested personnel should prepare a Form 17 addressed to Mr. Theodore J. Schoch, Police Academy Director. The form must include:

- Name, rank/title, assignment, email address (FirstName.LastName@rcc.org), day phone, and fax number;
- Title and date of the course being requested;
- A brief statement of how the training will help you perform your duties.

Forms must be submitted through the chain of command to the Police Academy by March 21, 2003.

Upon receipt of all training requests the Police Academy will send a confirmation with the training date and time to all approved individuals. Questions may be directed to Police Officer James Weithofer at 357-7551.

5. LAW DEPARTMENT LEGAL OPINIONS AND ASSIGNMENTS

Effective March 3, 2003, the Law Department's procedure regarding legal opinions and assignments was revised. It is the goal of the Law Department to provide quality legal services with improved capabilities by setting time frames for project completions and to provide expanded customer service.

In order for the Law Department to provide consistent legal service, all requests for legal opinions and assignments must be sent directly to J. Rita McNeil, City Solicitor, for review and assignment. The requests will be assigned to an attorney who will promptly send an email to the Departmental contact person, confirming the receipt of the project. The email will also contain the projected date of completion. For most projects, this time frame will be ten to fourteen calendar days. Delays in obtaining necessary information from Departments or the receipt of emergency projects from City Council may impact this time frame.

For projects requiring ongoing legal services, Departments will be advised of a specific attorney who will be their contact person for all legal requirements related to the particular project. This will preclude the need to send formal requests or establish specific time frames on each request for legal services on an ongoing project.

The implementation of this procedure will allow the City Solicitor to coordinate the large number of requests that are received by the Law Department. The City Solicitor asks that projects be sent to the Law Department at the earliest possible time, to lessen the need for emergency response. Questions may be directed to the City Solicitor's Office at 352-3334.

Officers are reminded that all requests for legal opinions must be routed through the Planning Section office.

6. THANK YOU LETTERS

Attached to these Staff Notes are three thank you letters. The first is from Deborah Dixon, WKRC-TV News, for the assistance she received during the recent snowstorm. The second letter is from Willie F. Carden, Director of Cincinnati Parks, for the exceptional work performed by our Police Park Unit. The third letter is from Lieutenant Scott Snow, City of Reading Police Division, for the assistance of District Four officers while his officers conducted a search warrant for a felony suspect.

SCOPE OF PCMS INTAKE GUIDELINES FOR MISDEMEANOR COMPLAINTS

The Private Complaint Mediation Service (PCMS) schedules for mediation most misdemeanor complaints between private citizens except the following:

- **Sex or Drug Offenses**
- **Fraud Offenses**
- **Traffic Offenses**
- **Child Endangering**
- **Non-Support of Dependents**
- **Misuse of Credit Card**
- **Interference with Custody cases**
- **Cases involving juvenile defendants**
- **Contributing to Unruliness or Delinquency of a Child**
- **Business/Citizen disputes involving business-related matters (Note: Assault or Menacing complaints and business complaints of Passing Bad Checks or Defrauding a Livery are accepted)**
- **Landlord/Tenant disputes involving payment of rent/eviction (Note: Assault or Menacing complaints are accepted)**
- **Cases in which a criminal court case is pending between the parties**
- **Complaints involving Public Officials or Security Guards/Bouncers acting in their official capacity**
- **Complaints involving Agency Officials or Teachers acting in their official capacity (Note: Assault or Menacing complaints are accepted)**
- **Employer/Employee disputes involving employment-related matters (Note: Assault or Menacing complaints are accepted)**
- **Cases in which the defendant is incarcerated and the release date is more than two weeks away.**

PCMS Intake can schedule mediation only for those misdemeanor complaints that are within its scope; no felony complaints can be scheduled. PCMS Intake may refer citizens to the Clerk's Office for Domestic Violence, TPO Violation, Menacing by Stalking, and Aggravated Trespass complaints only if a prosecutor has authorized a referral. PCMS Intake refers no misdemeanor complaints to the Clerk's Office for warrant issuance without a prosecutor's authorization.

PCMS Intake does not screen or process any police-authorized referrals for warrant issuance. PCMS Intake does not screen or process any warrant referrals authorized by private attorneys.

PCMS Intake has no authority to issue restraining orders. PCMS Intake does not refer citizens to file petitions for restraining orders unless a prosecutor authorizes such a referral.

PCMS Mediators do not issue orders, make judgments or dictate settlements; settlements are strictly up to the parties. If the scheduled mediation does not result in settlement, the mediator refers the case to a prosecutor on duty who reviews the case to determine if probable cause for misdemeanor warrant issuance exists and, if so, authorizes the warrant referral.

Private citizens can schedule mediation without a referral from the police or the court (all cases referred by Municipal Court judges are scheduled for mediation). The citizen must appear in person to schedule the hearing and must have the full name and home mailing address of the other party. PCMS intake hours (excluding holidays) are Monday, 8:30 a.m. - 4:00 p.m., Tuesday - Thursday, 8:30 a.m. - 7:30 p.m., Friday, 8:30 a.m. - 4:00 p.m. and the first and third Saturday of each month, 8:30 a.m. - noon. Mediation hearings are scheduled Tuesday, Wednesday, or Thursday evenings and Saturday mornings.



February 21, 2003

Chief Tom Streicher
Cincinnati Police Department
310 Ezzard Charles Drive
Cincinnati, Ohio 45202

Dear Chief Streicher,

Two Cincinnati Police Officers showed me a kindness the other day during the snowstorm and I want to share it with you.

After I lost control of my car and ended up on a hillside, my transmission was out. First one Cincinnati Police officer set up flares. I did not get her name. Hours later, while waiting for AAA, officers Jeffrey Ertel and Ronald Fuller of District Two parked their cruiser behind my car. As it was being towed away, they offered to take me home.

Their kindness and professionalism was greatly appreciated.

Regards,

A handwritten signature in black ink, appearing to read 'Deborah Dixon', written over a white rectangular area.

Deborah Dixon
Reporter WKRC-TV NEWS



CLEAR CHANNEL
TELEVISION

1906 Highland Avenue Cincinnati, Ohio 45219-3161 513 763 5500 513 651 0704 Fa



**BOARD OF PARK
COMMISSIONERS**

February 21, 2003

Marian J. Lindberg
President

Roger W. Ach, II
Vice President

Howard H. Bond

Roscoe A. Fultz

Francis P. Russell

Chief Thomas Streicher
Police Department
City of Cincinnati
310 Ezzard Charles
Cincinnati, Ohio 45214

Dear Chief Streicher:

This communication is sent to commend the outstanding work performed by the Cincinnati Park Police unit. The leadership of Captain Gary Lee and Lieutenant Joseph Borger contributes to the exceptional work performed daily.

Willie F. Carden, Jr.
Director

Gerald R. Checco
*Superintendent
Operations*

Steven L. Schuckman
*Superintendent
Design & Planning*

Julie W. Horne
*Manager
Business Services*

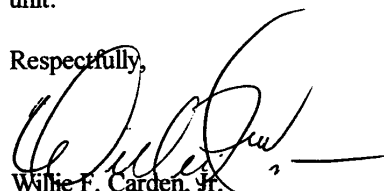
Marijane E. Klug
*Manager
Financial Services*

As an example, it was recently brought to my attention that a Police Officer, Albert Warner, pulled over a suspect on what was thought to be a routine violation. However, the stop resulted in the arrest of an individual who had over 37 grams of heroin in his possession! This is a small example of the great work that is contributed daily by this amazing unit.

The basic principals of the Park Board is that our Parks are clean, SAFE, reliable, green and beautiful. The work of the Park Police unit is one of the main reasons why citizens consider our parks safe.

Thank you for perusing my letter, and for your continued support of the Park Police unit.

Respectfully,



Willie F. Carden, Jr.
Director of Parks

Cc: Board of Park Commissioners
Captain Gary Lee
Lieutenant Joseph Borger

950 Eden Park Drive
Cincinnati, Ohio 45202
Phone (513) 352-4080
Fax (513) 352-4096
TDD
www.cinci-parks.org





GREGORY T. HILLING
CHIEF OF POLICE

City of Reading, Ohio

POLICE DIVISION
PIKE AND MARKET STREETS
READING, OHIO 45215
513/733-4122
FAX: 513/733-5226

02/20/03

Colonel Thomas H. Streicher, Jr.
Cincinnati Police Department
310 Ezzard Charles Drive
Cincinnati, Ohio 45214-2805

Reference:

Sgt. Shauna Lambert, Badge #S534
P.O. Mark Longworth, Badge #624
P.O. Monica Morosky, Badge #852
P.O. Jeff Lewis, Badge #548

Dear Chief Streicher,

On 02/19/03, our department served a search warrant at a location in District Four at the Williamsburg Apartment complex. The suspect was accused of passing counterfeit payroll checks in our city and had three felony warrants for those offenses. As is customary, we made contact with District Four to advise them of our search warrant. Sgt. Shauna Lambert was very helpful, even offering to have a few Cincinnati Police Officers assist us.

We conducted the search warrant with the assistance of the above named Patrol Officers. With their help, we were able to quickly place the suspect in custody and conduct our search warrant without incident. During our search, your Officers also kept the other occupants of the apartment calm and provided site security for our team, allowing us to concentrate on our search. Consequently, we were able to recover over 4 grams of crack cocaine and other items helpful to our initial case.

In closing, my officers and I appreciated these Officers professionalism and patience while we conducted our search. They are truly an asset to your department. Please call upon us if we can ever be of assistance.

Sincerely Yours,

Lt. Scott Snow, CLEE
Lieutenant Commander